

# ENVIRONMENT AND ENERGY COMMISSION

## Meeting Minutes August 24, 2021

### Conducted Remotely

Commission Members Present: Laura Derks (Chair), Colin Taylor, Lisa Boone, Mark Goldberg, Liz Lukehart, Stephen Morales, Cassandra West  
Staff Liaison Present: Mindy Agnew, Sustainability Coordinator

- 1) **Call to Order:** The meeting was called to order by Chairperson Derks at 6:00 p.m.
- 2) **Approval of Agenda:** A Motion was made to approve the agenda and unanimously approved without revisions.
- 3) **Approval of Minutes:** A Motion was made to approve previous meeting minutes with a revised clarification from Commissioner Morales and unanimously approved with none opposed.
- 4) **Public Comment:** No public comment.
- 5) **Agenda Items**

- Welcome introduction of Commissioners Elizabeth Lukehart and Casandra West. Each new commissioner provided a brief introduction and background.
- Introduction of new Village Sustainability Fellow Erica Helms and Sustainability Coordinator Marcella Bondie Keenan. Staff provided an introduction and background.
- IGOV Event Update: Virtual meeting September 18, 2021. Chair Derks provided updated details on the time, agenda and speakers. Also planned is a brief preview of the Community Sustainably website for feedback. Commissioner Boone asked if the EEC would be able to preview the site before the August 30, 2021 due date. There is not a scheduled EEC meeting before then, but the EEC will be included in ongoing development and feedback.
- Work Plan Item/Public Education/Green Awards: Green Awards Updated Form and Communications scheduling. Discussion ensued about the nomination form. Suggested revisions were provided including adding the cut-off date back for the form submissions. The approved revisions were posted on the website. The location was shown to the EEC. It was noted that the EEC recommended highlighting anyone who has taken action on Climate Change. Specifically, people out there doing amazing things. Community would benefit from seeing them more. Commissioners liked the idea of nominating children and students and getting their parents involved in the process.
- Work Plan Item Updates: Adopted Board recommendations to the Budget & Comprehensive Sustainability and Climate Action and Resiliency plan. There was a brief demonstration and discussion on the 2021 Capital Improvement Plan where sustainability funds were appropriated. Questions were asked about the 2022 budget currently in process with the Village Manager's office. As part of the budget process, staff may identify existing projects to carry over to the next budget year that the Board will review at the end of the year as part of the budget approval process.

Marcella Bondie Keenan provided an update on the RFP process. The Village received thirteen proposals. Eight of them moved to a second level review by a cross-departmental review team that includes the Village's technical consultants ICLEI and Mark Pruitt of ICAAN. The review team

is using a standardized scoring rubric to evaluate the qualifications and the technical approach and community engagement approach of each of the eight firms. The proposal review scores will be tallied and the top 3 will be moved to an interview and reference check process. The interviews are planned for the week of September 8. Staff plans to make the proposal recommendation to the Board on September 20, 2021. Contracting will follow once the Board provides approval. After that the final project schedule will be developed with the selected consultant once the contract is executed. Specifically, about the GHG update, the draft for 2020 the inventory is on track to be completed the first week in September. The hired consultant will audit the inventories as the first task process early in the task schedule. ICLEI also performs a comprehensive audit of all inventories prior to accepting it into the unified reporting platform database. The goal for the village is to have the final inventory by the end of the year depending on the final coordination of consultant task and timeline process.

- 6) **Adjourn:** At 7 p.m. a motion was made, seconded and approved to adjourn the meeting.

**The next EEC meeting is planned for September 22, 2021.**